

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS0787432**
POSITION NO: **212707**
CLASS CODE: **1367**

Date Posted: **01/28/13**
Closing Date: **02/08/13**

POSITION TITLE: **OFFICE AIDE**
DEPARTMENT NAME: **Highway Safety**
DEPARTMENT NO: **78** WORKSITE LOCATION: **Window Rock, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R54A**
Days: **Monday-Friday** Permanent: ☒
Hours: **8:00am - 5:00pm** Temporary: ☐ Duration: **\$ 16,120.00** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** \$ **7.75** Per Hour

DUTIES AND RESPONSIBILITIES:

Perform daily office routine functions of receiving and redirecting telephone calls to appropriate personnel. Provide immediate attention to tribal employees coming in for Tribal Vehicle Operator's Permits including renewals or new issuance. Upon request; schedules newly hired Navajo Nation Personnel to Defensive Driving Courses. Operates Photo ID Camera to provide Permits and Department Identification Badges. Types routine correspondences, reports, labels and forms. Files documents. Receives, logs in and distributes incoming mail; makes photocopies, transmittal or facsimiles; processes documents or forms according to instructions. Route errands as requested.

QUALIFICATION REQUIREMENTS:

Education and Training:

Preferred: High School Diploma and/or GED

Experience:

Preferred: One (1) year of secretarial work experience and the ability to demonstrate possess of the required typing skills and modern office computers and office practices, ability to type a minimum of 60 words per minute, knowledge of business English, spelling and customer service.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of office telephone etiquette. Skill in operating personal computers, telephones, copier machines, facsimile machines.

License/Certification Requirements:

Preferred: Valid State Driver's License and Navajo Nation Motor Vehicle Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99